

HAZEL PARK MEMORIAL LIBRARY
123 EAST NINE MILE ROAD
HAZEL PARK, MICHIGAN 48030

LIBRARY BOARD MEETING
MONDAY, MARCH 26, 2012 6:30 P.M.
THE MONROE ROOM

CALL TO ORDER:

Hazel Park Memorial Library' (HPML) Board of Directors opened their monthly meeting this Monday evening, March 26, 2012, at 6:30 P.M.

All six elected Directors were in attendance.

BOARD OF DIRECTORS PRESENT:

Sandra Pond, President
Bob Peterson, Vice President
Linda Sims, Secretary
Irene Zagar
Ed Bullock
Michael Pyciak

HPML Director, Jessica Keyser, was also present.

BOARD OF DIRECTORS ABSENT:

All six elected Board members were present at this meeting.

In the Audience:

Linda Sims,
HPML Children's Librarian

Chas Hayes,
HPML Technology Technician

Clara Boyd,
HPML Patron

PUBLIC COMMENTS ON AGENDA ITEMS:

Clara Boyd requested a hearing.

ADDITIONS TO AND APPROVAL OF THE AGENDA:

The Director asked to add, as the first item under New Business, the issue of a patron's complaint, namely Clara Boyd, who wished her complaint against the Library to be heard by the Board of Directors.

Mr. Bullock motioned approval of the Agenda, as amended, and he received a second from Ms. Zagar. The other four Directors were in agreement, 6-0.

APPROVAL OF MONDAY, FEBRUARY 26, 2012, MINUTES:

With corrections noted, Ms. Pond agreed to approve of February's Minutes, and she received a second from Ms. Zeiss. The remaining four Directors were in accord, 6-0.

DIRECTOR'S REPORT:

Successful Author Event

The Director gave an overview of the visit and presentation of Lisa Lutz, author of the Spellman Files series. She stated that she was pleased over the turn out of approximately 77 people in the audience. And, after her presentation, Ms. Lutz graciously signed autographs for her fans.

Ms. Keyser informed the Board that, thanks to Ms Lutz's visit, her publisher, Simon & Schuster, would possibly direct other authors on promotional tours to HPML, at no cost to the Library.

She gave special thanks to President Sandra Pond for her assistance in obtaining a "Quick Grant" from the Michigan Humanities Council, in the amount of \$500.00, which allowed HPML to pay for Ms. Lutz's travel expenses.

"Let's Save Michigan Place-Making Contest"

Ms. Keyser shared with the Board her efforts of working with the officials of the City of Hazel Park, in regards to a plan she refers to as, "Let's Save Michigan Place-Making Contest." She hopes to improve the outdoor area, surrounding the building, making the area more attractive. In addition, she plans to add more outdoor seating for the Library's patrons.

DIA Inside Out Spring 2013

The Director stated that she has requested participation of Hazel Park in the Detroit Institute of Art's "Inside Out" Program, in the spring of 2013. If Hazel Park is selected for participation, the DIA will install high-quality reproduction of some of their most famous works of art throughout the City.

Launch of Website Re-Design

Well-deserved praise was given to Sara Finch, the Library's contract web designer, from Ms. Keyser. She directed the Board members' attention to the Library's homepage on Word Press, to note the many new and useful resources on the new site, including links to websites that offer free e-books.

Staff In-service Day

Ms. Keyser informed the Board that her and staff's viewing of the Public Library Associations' virtual conference, held on Friday, March 16, 2012, was very informative, and provided them with a lot of great ideas for the Library.

Farewell to Zachary Hayes

Mr. Hayes, who had been working as Page for the Library since December 2010, will be leaving the State of Michigan, at the end of March. Ms. Keyser so informed the Board members, as she wished him success in the future.

The following documents were placed in each director's packet:

THE MONTHLY BUDGET REPORT, for February 2012
CIRCULATION REPORTS, for February 2012
MARCH 2012 INVOICES

Mr. Peterson motioned to "receive and file" the Director's Report and he received a second from Ms. Zeiss. The remaining four Directors were in agreement, 6-0.

NEW BUSINESS:

1. Incident Report: Clara Boyd

Library staff had to write an Incident Report on February 15, 2012, concerning Clara Boyd and three unknown males. Due to her involvement in a disruption in the Library, Ms. Boyd was banned from the Library for a year. She was at this meeting to protest what she considered as too harsh punishment.

HPML employee, Barbara Caddy, who witnessed and intervened in the altercation, was asked to come into the meeting, to explain exactly what happened. A lengthy discussion ensued. Mr. Pyciak noted that he has observed Ms. Boyd's disruptive behavior in the library on many occasions. Ms. Zeiss commented that she never heard Ms. Boyd apologize for her behavior. Ms. Keyser said that it is never easy to ban a person from the library, especially a minor, but the comfort and safety of all users must be considered in such decisions. She said that someone could have been hurt as a result of Ms. Boyd's

reckless behavior. Ms. Sims concurred, noting that the offense in question occurred in the Children's Area of the library.

After listening to both sides, Mr. Bullock suggested affirming Ms. Boyd's ban from the Library for one year, with the opportunity to come to another board meeting in six months with a letter of apology. If Ms. Boyd chooses to return in six months with a sincere, proofread letter of apology that expresses an understanding of appropriate conduct in the library, perhaps the Board will consider modifying her punishment at that time. Ms. Zagar felt this was fair and supported his motion.

The President asked for a roll-call vote:

- Mr. Pyciak – yes
- Ms. Zagar – yes
- Mr. Bullock – yes
- Mr. Peterson – yes
- Ms. Zeiss –yes
- Ms. Pond – yes

The Directors voted unanimously to affirm the decision of the Library Director to ban Ms. Boyd from the library for one year.

2. Faxing Policy

According to the Library's Director, at February's Board meeting, the Board of Directors made changes to the Library's faxing policy. She recalled a Board member requesting a written summation of the prepared policy, with changes:

LIBRARY FAX POLICY

The current charges to send a fax at the Hazel Park Memorial Library are as follows:

- \$2.00 for the first page of a fax
- \$1.00 for every additional page
- No charge for the Cover Sheet

There is a maximum fee of \$10.00 to send large faxes, and they must not exceed the limit of 50 pages per fax.

There is NO CHARGE for any fax being sent to the Michigan Unemployment Agency office.

Ms. Pond motioned to "receive and file" the fax document. Mr. Pyciak agreed, as well as the other four Board members, 6-0.

3. Unattended Child Policy

Following a discussion between the Board of Directors and staff members, Mr. Peterson made a motion to increase the age required to leave children unattended in the Library from age 8 to age 10. Mr. Bullock found the idea acceptable, as well as the remaining four Directors, 6-0.

4. Budget Transfer to Reflect Grants

The Library's Director read a list of grants requested and received.

Ms. Zagar motioned approval of the transfers necessary to reflect receipt of grant money. She received support from Mr. Bullock. However, with the large amount of money involved, Mr. Peterson suggested a roll-call vote:

Mr. Zagar – yes
Mr. Bullock – yes
Mr. Pyciak – yes
Ms. Zeiss – yes
Mr. Peterson – yes
Ms. Pond – yes

The Directors were in accord 6-0.

5. Chairs for the Monroe Room

Over the years, many of the chairs in the Library's meeting room had become quite soiled with paint, glue, etc. Ms. Keyser had presented each Board member a computer print out of several types of chairs, which she felt would be appropriate for the Library's use.

An extended discussion ensued; finally, it was decided that the group would revisit the issue of the appropriate type of chairs for the meeting room at a future meeting.

6. Request to Have "Library Lock-in" Program for Teens

A request was made by the Library's Teen Services Librarian, Chris Walny, to have a program where teens could have a program on some Fridays, from 5:00 P.M. to 9:00 P.M. Ms. Walny had a document prepared and presented to the Directors, for their perusal, which would be presented to each child's parents for approval of their child's participation. She proposed to have various activities in place, as well as computer time. Ms. Walny will be supervising, and would be helped by volunteers, and members of the Friends' organization.

After a brief discussion, Mr. Bullock found merit in Ms. Walny's proposed program. Ms. Zagar was also in favor, and the other four Directors approved, 6-0.

OLD BUSINESS: N/A

COMMITTEE REPORTS:

Liaison to the Friends group, Ms. Zeiss, stated that the Friends talked about past and future fund raisers. She informed the group that Jeff Sawyer accepted the position of Treasurer of the Friends organization.

Library staff present at this Board meeting thanked the Friends for "running" the used Book Sale.

PLANNING: N/A

PUBLIC COMMENTS:

Linda Sims:

She thanked the Board of Directors for granting staff an in-service day, Friday, March 16, 2012, which necessitated closing of the Library, enabling all workers to watch a meeting of the Public Library Association Annual Conference online.

BOARD MEMBERS' AND DIRECTOR'S COMMENTS:

Michael Pyciak:

He opined that the new web site looks neat. He also thanked Ms. Keyser for being instrumental in acquiring the visit of Lisa Lutz.

Irene Zagar:

She stated that it is nice to have Mr. Pyciak on the Board.

Ed Bullock:

He stated that he wanted to see more art on the Library's web site.

Jessica Keyser:

She voiced her appreciation for the support she and staff have received from the Board of Directors.

Bob Peterson:

Stated that he liked the new web site, but admitted that he is still learning his "way around."

Linda Zeiss:

"I echo Ms. Keyser's feelings!" She also asked the Director to tell staff, "Great job!"

Sandra Pond:

Stated that she appreciates all that staff is doing.

ADJOURNMENT:

Ms. Pond and Ms. Zagar motioned closure of March's meeting at 7:18 P.M.